



PROCEDURE FOR FILING PETITION FOR ZONING AMENDMENT

Department of Planning and Development

Melinda J. Payne, Director
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A request to amend the Zoning Ordinance of the City of Salem, Virginia, involving a rezoning of property must be accompanied by the following:

1. A letter to the Executive Secretary of the City of Salem Planning Commission from the property owner(s) of the property proposed for rezoning or representative(s) thereof, which officially requests the rezoning. Such letter may include any relevant information pertaining to the property, its proposed use and development, etc.
2. A filing fee, in accordance with the fee schedule, to cover costs of legal advertisements in newspaper, the posting of signs on property, the mailing of certified letters to adjacent property owners, and the City staff review (attached).
3. A completed zoning Amendment Petition (attached).
4. Provide one copy of a certified plat of survey of the property which must include the following information:
 - (a) correct legal description of the property (one copy); and
 - (b) All existing and proposed improvements (easements, buildings, etc.) including topographical information, building elevations and other relevant site characteristics.
5. Submit the above information to the Executive Secretary no later than the 2nd Friday of the month prior to the month that the Petitioner wants to appear before the Planning Commission (regularly scheduled Commission meeting of that month).
6. In addition, the applicant is responsible for payment of legal notices that are run in conjunction with the request. Legal notice charges must be paid to the City of Salem before request is heard.

A zoning amendment or rezoning request is considered and acted upon by the City Planning Commission and City Council. Planning Commission and City Council separately advertise and schedule a public hearing for each request. A recommendation from Planning Commission is forwarded to City Council. Council renders the final decision.

DEADLINE FOR SUBMISSION: _____

PLANNING COMMISSION HEARING: _____

CITY COUNCIL HEARING: _____



CITY OF SALEM, VIRGINIA

DEPARTMENT OF PLANNING AND DEVELOPMENT
P.O. DRAWER 869 114 N. BROAD STREET ZIP CODE 24153-0869
PHONE: 540-375-3007 FAX: 540-375-4048

January 1, 2006

TO ALL REZONING APPLICANTS:

A rezoning involves changing the zoning designation of one or more parcels of land. Adjoining property owners are notified, and public hearings are conducted by both the Planning Commission and City Council.

Since rezonings may be controversial in nature, the applicant may be inclined to offer **conditions (proffers)** in order to lessen the impact of the request and to make the request more appealing. Conditions and proffers should be discussed with City staff well in advance of the public hearing by the Planning Commission. These conditions should be presented in writing and included with the complete zoning applications whenever possible. There are times when unforeseen or new conditions may be agreed upon during the Planning Commission hearing. In this situation, new conditions or proffers must be submitted in writing to the Clerk of Council by the close of day Friday following the Planning Commission hearing. Any questions in this regard should be addressed to the Planning and Development Department (540) 375-3007.

Sincerely,

Melinda J. Payne
Director of Planning and Development

MJP:jh

PETITION FOR ZONING AMENDMENT (REZONING)

City of Salem Department of Planning and Development

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1. Legal Owner(s) of property requested to be rezoned:

2. Location of Property:

Address: _____

Subdivision: _____

Official Tax Map Number: _____

3. Characteristics of Property:

Size (Acreage): _____

Deed Restrictions: _____

Present Use: _____

4. Zoning Classification:

Present Zoning: _____

Proposed Zoning: _____

Land Use Designation: _____

5. Reason(s) for Rezoning Request (Including proposed use):

6. Agent(s) or representative(s) of property owner(s): (Specify interest)

Mailing Address: _____

Telephone Number: _____

7. Affidavit:

A. The undersigned person certifies that this petition and the foregoing answers, statements, and other information herewith submitted are in all respects true and correct to the best of their knowledge and belief. Also, the petitioner understands that a "Notice of Zoning Request" sign will be posted on the property by the City.

Signed: _____ Date: _____

Interest in Property: _____

Mailing Address: _____

Telephone Number: _____



Planning & Development Department

Fee Schedule

Rezoning	\$200** + \$25/acre > one acre
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Special Exception Permit	\$200** + \$25/acre > one acre
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Planning Unit Developments (PUD) Review and Approval	\$200** + \$25/acre > one acre
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Variances (Board of Zoning Appeals)	\$200**
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(NOTE: For the above items, the petitioner is responsible for payment of the legal notice that is run in conjunction with request. Legal notice charges must be paid to the City of Salem before request is heard).**

Site Plan Approval	\$500 + \$25/acre > one acre
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(This fee covers two reviews: the initial review and one re-review. A fee of \$75 will be charged for additional reviews.)

Appeal to Uniform Statewide Building Code	\$250
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Subdivisions	
(a) Minor (5 or less lots)	\$100
(b) Major (6 or more lots or any subdivision involving the creation of public rights of way)	\$220 + \$45/lot

Boundary Line Adjustment or Vacation of Interior Lot Lines	\$75
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**Adopted by Salem City Council on June 23, 2014
Effective July 1, 2014**